



CITY of EVERETT
COMMUNITY, PLANNING and ECONOMIC DEVELOPMENT
**USE PERMIT APPLICATION or
TEMPORARY USE APPLICATION**
(REVIEW PROCESS I)

INSTRUCTIONS → Submit the following items listed in the checklist below Use this application for a **change of use** or a **temporary use permit**. A Use Permit requires approval from the City as it pertains to current codes and design standards. Prior to submittal, discuss your project at the Permit Services Counter: 3200 Cedar St., 2nd Fl, Everett, WA or call 425.257.8810 opt 3.

Note: This application may not be required for a change of use if a building permit is required.

<input checked="" type="checkbox"/> Fee	See current Fee Schedule . Non-refundable and payable by check, cash or credit card upon application.
<input checked="" type="checkbox"/> Land Use Application	The <i>Land Use Application</i> must be filled out completely and signed by the owner, applicant, or primary contact.
<input checked="" type="checkbox"/> Site Plan and/or Survey	Must be drawn in accordance with the <i>General Site Plan Checklist</i> . May require survey to verify setbacks and/or height. Provide 20 copies and one reduced copy no larger than 11" x 17" . Copies must be legible and drawn to scale.
<input type="checkbox"/> Landscape Plan (if required) <i>N/A</i>	<p>Provide one copy of the landscape plan. If larger than 11" X 17", provide a reduced copy no larger than 11" x 17". PDF's shall indicate what size paper will print to scale.</p> <p><u>The landscape plan shall include the following information:</u></p> <ol style="list-style-type: none">1. The number, size, spacing and names of all proposed plants.2. Method of irrigation of required landscape areas and schematic of irrigation system.3. Location and dimensions of planting areas.4. Details of any berms or fences.5. The landscape category applicable to the site.
<input checked="" type="checkbox"/> For Temporary Use Only: Attach a Narrative Statement	<p>Prepare a typed narrative statement and submit one copy describing how the proposal is consistent with the following:</p> <ol style="list-style-type: none">1) The proposed temporary use will not be materially detrimental to the public welfare, or injurious to the property or improvements in the immediate vicinity.2) The proposed temporary use is compatible in terms of location, access, traffic, noise, nuisance, dust control, and hours of operation with existing land uses in the immediate vicinity; and

3) The proposed temporary use is not otherwise allowable in the zone in which it is proposed.

Complete the following:

Opening date: July 1, 2021

Closing date: June 30, 2024

Days of operation: 7 Days a week

Hours of operation: 24/7

☒ **For Temporary Use Only: Owner's Authorization and Permission**

Submit a letter from the property owner which grants the Applicant permission to use the subject property for the stated temporary use and time period.

☐ **For Temporary Use Only: Applicant and Owner's Authorization**

N/A

In the event the City of Everett issues a temporary use permit, the Applicant and Owner hereby grants the City permission to summarily abate the temporary use of _____ and all physical evidence of that use if not removed within the period specified as part of the permit, and agrees to reimburse the City for any expenses incurred by the City abating the temporary use.

Applicant's Signature

Print Name

Owner's Signature

Print Name

☒ **For Temporary Outdoor Encampment Use Only: Submit a Mailing List and a Management Plan**

Submit one copy of an encampment management responsibility plan and a *mailing list of property owners within 500 feet* of the subject property.

☒ **Submit Application with this checklist by email, in person or by mail. Please email any documents you have in pdf format.**

By Email: Email documents to planning@everettwa.gov. List type of application in the subject line.

In Person: City of Everett Public Works Building, Permit Counter
3200 Cedar St., 2nd Floor, Everett, WA 98201

By Mail: Office of Community, Planning and Economic Development
2930 Wetmore Avenue, Suite 8A
Everett, WA 98201

Pallet Shelter Pilot Project Temporary Use Narrative

- 1) The proposed temporary use will not be materially detrimental to the public welfare, or injurious to the property or improvements in the immediate vicinity.

EGM is proposing a temporary use of the property due east of our Men's shelter and Day Center located at 3711 Smith Ave, Everett, WA 98201. The project would utilize a currently undeveloped parcel of land previously used as log storage. Current adjacent properties include the railroad, a moving company storage site, a sheet metal manufacturing site, and a 100 plus bed homeless shelter serving single adult men experiencing homelessness.

The proposed project will assist the city of Everett in relocating individuals experiencing homelessness off of the sidewalks of the Everett Station District and nearby vicinity. It will create a place for these individuals that is safe, stable, and not disturbing the public welfare of the stakeholders of the Everett Station District area. These stakeholders have endured encampments outside their businesses and reduced revenue associated with these unmanaged and unsupported encampments for over a decade.

Research around housing stability and experience of other pallet communities show that when individuals living on our streets are stably housed in a supportive community, crime and drug use are reduced in that area. In many cases the Pallet communities become part of the neighborhood and something the area residents support extending beyond the initial pilot timeline.

The pallet shelter used are temporary and do not require construction techniques that have long term impacts to the site they are on. In fact, the pallets could be removed in a day and the site remediated in a short period.

- 2) The proposed temporary use is compatible in terms of location, access, traffic, noise, nuisance, dust control, and hours of operation with existing land uses in the immediate vicinity.

Location: Since EGM already operates a shelter on the adjacent parcel, this is an ideal location for a pilot pallet shelter project in the city of Everett. Staff and supportive services are already signed up and serving this population in our current shelter. This project will be a small increase in demand for our staff.

Access: The project is accessed directly from the public right-of-way with existing vehicle and pedestrian access. No modification are required to existing means of circulation.

Traffic: No increase in vehicle traffic is anticipated. The target population are currently living on the streets, not in their vehicles so we do not expect any increase from residents. Traffic from staffing will be very limited as well because EGM will be using currently employed staff already coming to our adjacent facility. Security and support personnel will be parking offsite.

Noise: The project is located directly adjacent to interstate-5 and a highly utilized rail line. Any noise from the site will be drowned out by these loud traffic ways. As mentioned in our Management plan, residents will be asked limit their volume so as not to disturb other residents.

Nuisance: The site will be monitored 24/7 by security who will address potential concerns that come up during the duration of the project. The location is not visible from the street and will be fully fenced in so that only authorized people will be on the property. Experience with other pallet project around the county result reduction of negative community impacts.

Dust Control: There is no need for dust control because the occupancy will not lead to the creation of dust.

Hours of operation: The project will be operated 24/7 just like the shelter directly adjacent. There will be curfew implemented and only residents and authorized staff will be allowed on the site. All other adjacent properties are industrial uses and are not occupied outside or regular business hours. Therefore, there will be no negative impact upon adjacent properties during non-business hours.

3) The proposed temporary use is not otherwise allowable in the zone in which it is proposed. Finally, as a temporary outdoor encampment, this project does fall within the allowable use for the zoning, yet the code requires that such a designated use go through the temporary use application process.

Modifications Request:

- 19.05.068.F Frequency and duration of use.
This project is being developed in partnership with and funded by the City of Everett. Currently funding for the project is available until August 31st, 2022. The city of Everett will monitor and evaluate the project and determine prior to that date if it will continue the program. Therefore, we are asking for an extension of the permit to June 30, 2024 to allow the city of Everett to determine how long the project serves it's needs.
- 19.08.200 #10 off street parking requirement.
The residents being placed in this program will not have cars. The very limited additional staff to support the program can park on the adjacent EGM campus. The requirement for paved off street parking creates an onerous burden upon the budget of this temporary project. For these reasons we are asking that this requirement be waived.

John Hull

From: Paul McKee <PMckee@everettwa.gov>
Sent: Thursday, April 15, 2021 11:57 AM
To: John Hull
Cc: Tom Hingson; Steve Ingalsbe
Subject: Permission to apply for Pallet Shelter Permits

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mr. Hull,

The City of Everett hereby authorizes the Everett Gospel Mission to apply for the necessary land use permits associated with the proposed pallet shelter project located on City owned property. .

Please feel free to contact me if I can be of further assistance.

Sincerely,



Paul McKee
Real Property Manager | Economic Development/Property Management
425.257.8938 | 3200 Cedar Street, Everett, WA 98201
pmckee@everettwa.gov | [Facebook](#) | [Twitter](#)